SAIS

LEA Calendar Application

User Manual

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I. INTRODUCTION

In accordance with A.R.S. §15-1042.B. Local Education Agencies (LEA) are required to submit their data electronically in order to receive funding for their cost of educating students. Student Accountability Information System (SAIS) LEA Calendar plays a critical role in calculating aggregate membership and attendance from individual records.

The implementation of the LEA Calendar component is integrated with the Student Database. A calendar may be associated with any type of entity. If the dependent entity (e.g. school) operates by its own specific calendar, it must submit that calendar. Otherwise the calendar of the parent entity (e.g. District/Charter Holder/Private School) will be used by the Student Database. Private Schools are also required to submit a calendar.

The LEA Calendar application is offered as an option under the Common Logon (http://www.ade.az.gov/commonlogon) and a username and password is needed.   All superintendents have access to Common Logon as administrators. To obtain additional user name, password, and application permissions, the entity administrator must use the *LEA Profile* option to add contacts, and the *Request Logins* option to grant permissions to contacts. Both of these applications are also under the Common Logon. Any questions regarding Common Logon should be directed via e-mail to enterprise@ade.az.gov.

Any questions regarding use of this document or LEA Calendar application should be directed via e-mail to schoolfinance@ade.az.gov or 602 542-5695 at School Finance, Arizona Department of Education.

II. LOGON

LEA Calendar requires Netscape Navigator 4.0 or Internet Explorer 4.0 or higher for optimum performance.

Logon onto the Internet and the Arizona Department of Education Home Page http://www.ade.az.gov/.

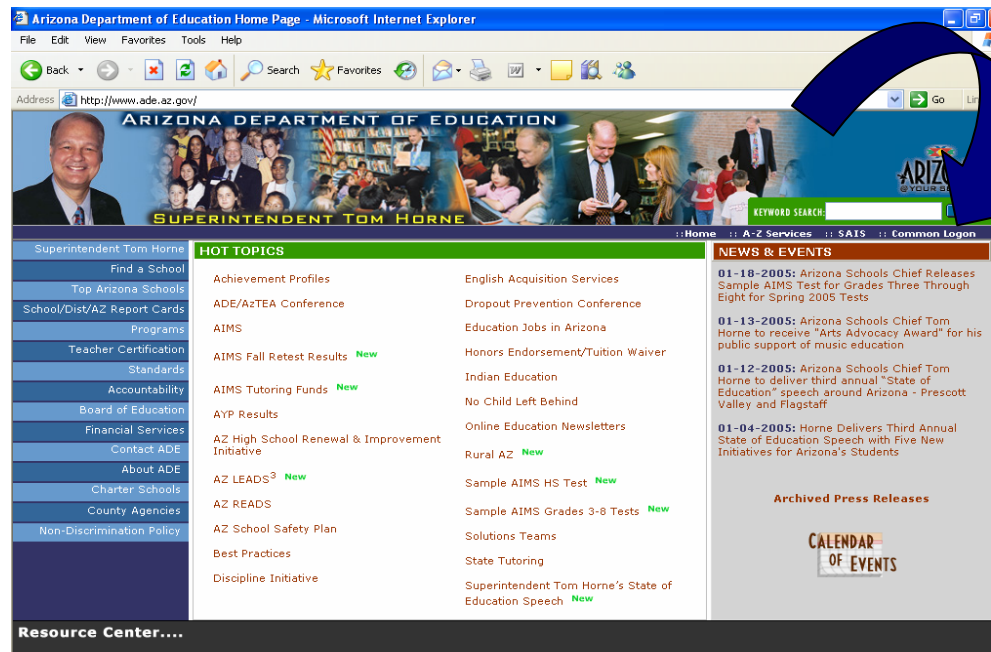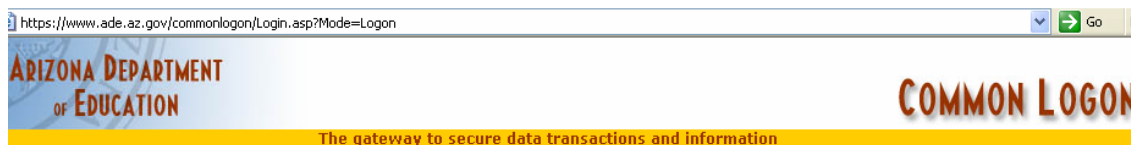At the top of the page in the right corner, click on *Common Logon*.

Figure 1. ADE Home Page

III. COMMON LOGON & PASSWORD

Common Logon requires a single user name and password for every parent entity user. This password should not be shared with other users.
Enter Username and Password. Click on the **Continue** button to proceed.

Figure 2. Common Logon Page

IV. CALENDAR APPLICATION
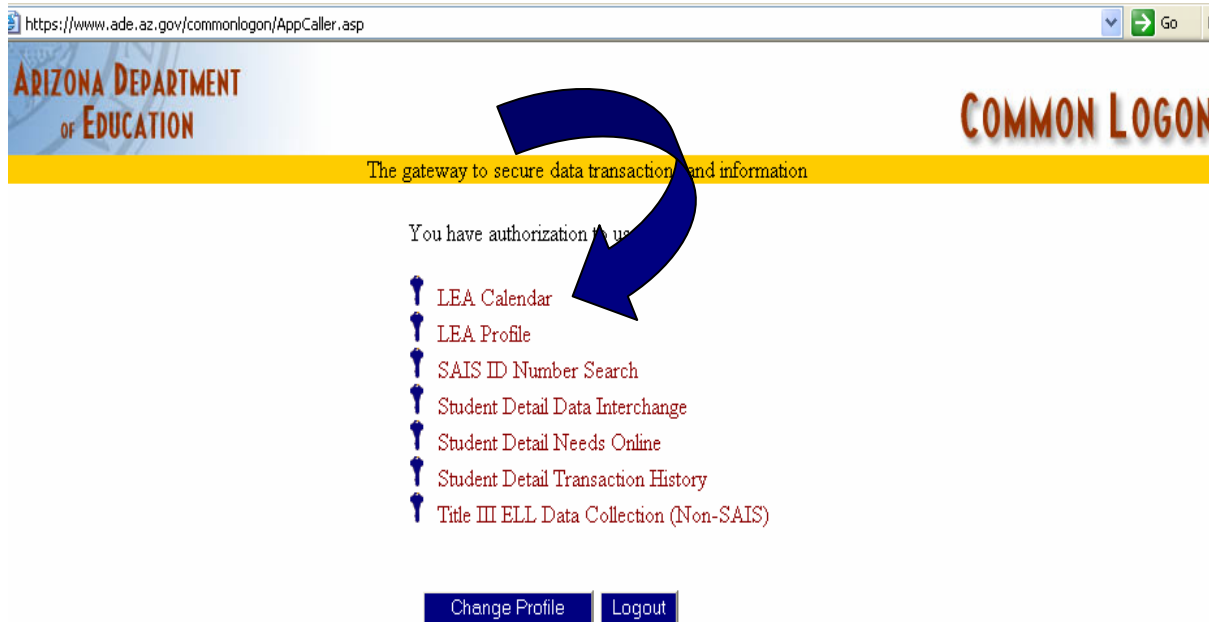
Click on the **LEA Calendar** option.

Figure 3.   Application Access Menu

Superintendents and/or administrators are strongly encouraged to update their contact e-mail list regularly. This list is the first means of communication between ADE and LEAs. You can check this list by clicking on **LEA Profile**.

V. SUBMITTING A PARENT ENTITY CALENDAR

As previously mentioned, parent entities are required to submit their calendars before dependent entities. Dependent entities that are on the same time frame as parent entities will not be required to submit a calendar. If dependent entity's schedule differs from the parent entity then the dependent entity must activate a calendar. All entities must have completed and submitted their LEA Calendars before July 1, 2005.

Based upon your Username and Logon ID this will drive what School/District will default. Place your cursor on GO and click to continue.

Clicking on **LogOn** will default to the Common Logon Page.

Clicking on **Manual** will default to the SAIS Calendar Application User Manual.
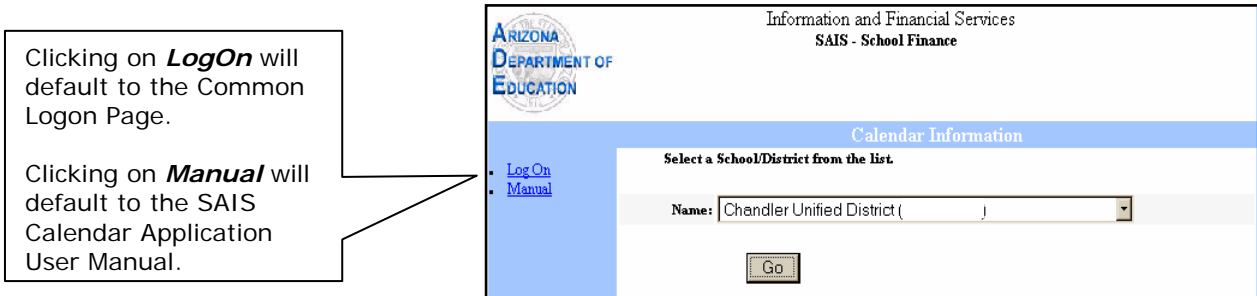
Figure 4.   LEA School Page

A. Calendar Options

There are two components to the LEA Calendar Application. These are the *Detail Calendar* and the *Summary Calendar*.

The *Summary Calendar* is an outline view of days that schools will not be in session. Holidays have already been programmed into the system and are also visible in the Summary Calendar.

The other LEA Calendar choice is the *Detail Calendar*. This option is where the calendar is built. The first screen of building entities' calendar is the option page, which provides the following options: **Fiscal Year**, **Track Number** (**N/A**), **Information** (Summary or Detail Calendar), and **Month**.

1. Fiscal Year: 2005-2006 is the selection for this coming year

2. Track Number: Parent entities will not have a Track Selection. **NA** is the default.

3. Month: The display window will show a 12-month period. When initially accessing this page, July will always default. Click the drop down arrow to select a month other than July.

4. Information: Detail Calendar will default when accessing this page. The other choice is Summary Calendar.

Figure 5. Option Page

Select the appropriate options and click on the *Go* button.

This page will appear when there is not a calendar in the database. Parent entities need to add a calendar before their dependent entity will be allowed to either copy the parent entity's calendar or create a calendar of their own.

Figure 6. Add Page

Select a calendar type (four or five day week), and then click on the **Add Calendar** button.

B. Entering Calendar Dates

A.R.S. §15-341.01 states that "Notwithstanding any other law, school instruction shall be conducted in each public school in this state for school sessions that total at least one hundred eighty(180) days each school year". This is an increase from last year one hundred and seventy nine (179) days. The system has been programmed to accommodate these changes every year. A feature has been placed on this page indicating the minimum day's school can be in session. This change applies to schools operating on a school year as prescribed in A.R.S. §15-801A.

Schools that have been exempt from operating on a school year, in accordance with A.R.S. §15-801A, will be required to have at least one hundred and forty-four (144) days that school has to be in session for FY 2005-2006. This year another change has been implemented as prescribed in A.R.S. §15-801B, "A school's winter break shall not exceed two school weeks." As a result the system will return an error if you exceed two school weeks when entering days for the winter break.

Select the days of the week that the school will be in session by clicking within the days of the week boxes. To remove a check within a box, just click in the box and this action will remove the check mark. In creating entities calendar notice the format for keying in dates. If an error has been made, click on the "RESET" button and this will clear all dates.

If making corrections within a certain box, highlight the entire block and re-enter the correct date.

Figure 7. Calendar Date Page

Enter your critical dates of the first and last day of school, winter break and spring break. Please take care to enter these dates in the mm/dd/yyyy format.

Once all fields are complete, click on the **Submit** button.

C. Activate Calendar

The system has been programmed to reflect Federal Holidays. The four holidays outlined in A.R.S. §15-801.B., (Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day), cannot be changed to Regular School Days or School in Session Days. The remainder of the holidays can be changed depending on schools schedule.

The Calendar is only complete to the point where days entered on the previous page and federal holidays are reflected.   If no other changes are needed the calendar can be activated from here by clicking the **Activate** link on the left side of the page. There are four categories for which days will be highlighted in the calendar. A legend explaining the meaning of the different colors is provided on the following page.

If changes are required, use the arrow keys at the top of the calendar to scroll from month to month within the same fiscal year. Use the drop down arrow to access a selection box for scrolling one month forward or one month backward. Entities should review the days entered. Any additional days that **School is not in Session** (i.e., Day After Thanksgiving, Inter-session days etc), will need to be updated.

These arrows allow you to scroll forward month or backward one month. The drop down arrow allows, drops down a list of months within this school year. Utilize this feature in order to scroll to the month of your choice.

First Day of School will be highlighted in Orange. Place cursor within date and window will appear indicating First Day of School

January 2006
February 2006
March 2006
April 2006
May 2006
June 2006
July 2005
August 2005
September 2005
October 2005
November 2005
December 2005

Color Codes:
   Blue: Regular school Day/School in Session Day
   Red: Holiday/School Not in Session/Authorized excused day
   Gray: Weekend
Orange: Special Day (First Day of School, 40th day, 100th day, and Last Day of School)

Figure 8. Calendar Page

When the *Activate* link is pressed to activate the calendar, a dialog box will appear indicating the time and date that the LEA Calendar was activated. Entities have access to their calendars for modifications until September 1st of the current year. From September 1st, School Finance, ADE will need to be notified to make any changes. Please make your modification request to School Finance using this link: http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc

Click *OK* to continue.

This is the confirmation page indicating calendar has been activated.

D. Edit Calendar

If further changes are required to complete the calendar, scroll to that month and place cursor on the first date where a change is required:

Figure 10. Calendar Page

In this scenario, the Entity will change the day after Thanksgiving from a *Regular School Day* to *Day After Thanksgiving.*

To begin, click on the date you wish to change.

Figure 11 below displays the date and occasion of the date selected to be viewed.

If this is the date you wish to change, click the **Edit** button.

If an incorrect date has been selected, click the **Back** button to start over again.

Figure 11. Edit Page

Using the drop down arrow in the **Occasion** box, scroll to **Day After Thanksgiving** and click.

Figure 12. Occasion Selection Page

Figure 13.   Save Occasion Page

Click the **Save** button and the calendar page should appear with Nov 25th, in red.

Once the save button has been depressed the detail calendar will appear with the new change.

In this case the 25th is in red. Also the counter has removed one day from the **Days in Sessions** row. The Status row has changed to Inactive.

If this is the only change, **Activate** the calendar from here. If further changes are necessary, follow the outlined procedure.

Figure 14.   Calendar Page

For changes that require a date range, meaning changing two or more days in the same sequence, please follow this example.

Scroll to the necessary month and click inside the first day of the date range.

Figure 15. Update Page (A)

In this example, school will not be in session due to *Inter-sessions*, from March 6, 2006 to March 10, 2006.

Edit screen will appear. Click on the *Edit* box, to proceed.

Figure 16. Update Page (B)

When the *Occasion* page appears the *From* row should indicate March 6, 2006. In the *To* row, change that date to March 10, 2006.

This change can be completed by placing the cursor in the date section and keying 10, then deleting the 6. You can also delete the entire date and key in March 10, 2006.

Figure 18. Update Page (D)

The *From* row should now be March 6, 2006, the *To* row should be March 10, 2006 and the *Occasion* row should be *Inter-Session*.

Once this is complete, click on the *Occasion* arrow. Scroll down until the *Inter-Session* option is highlighted and click.

Click on the *Save* button.

Figure 19. Update Page (E)

A calendar with new changes should appear. Again the counter went from 187 to 182 reflecting the changes made. If this is the only change needed then *Activate* the calendar. If further changes are required, continue to update the calendar.

Some schools might have occasion where school will not be in session and there is not an appropriate title in the selection menu. For cases like this, use the *School Not In Session* selection.

This selection may also be used with any other combination.

Figure 19. Update Page (E)

If there is an occasion that School is out for *Spring_Break* and returns *(Regular School Day/*School in Session) for a day within this period, then returns to a *School Not In Session* status, just annotate the first part of the session with the appropriate break *Spring_Break*, and then the second half of the session with a *School Not In Session* status.

Figure 20. Update Page (F)

NOTE: It is important to understand that in order for ADE, School Finance to consider an entities calendar as complete, the LEA Calendar must have been *Activated*. A calendar that has not been *Activated* will not be considered complete and may potentially delay the funding process for that entity.

E. Delete Calendar

The last editing option is deleting the calendar. This action erases all dates and defaults to the Option Page (Fig 5.). This option should only be used when it is necessary to start over again, such as when an incorrect days per week was originally selected.

Figure 21. Delete Option

VI. SUBMITTING DEPENDENT ENTITY CALENDARS

The two scenarios described above give entities enough information to complete and submit their calendar. Again, if the dependent entity follows the same schedule as the parent entity this will be all that is required from the parent entity.

Note: Entities are able to make changes up until September 1st of the current school year. Once the LEA Calendar had been activated and August 31st is past, requests for changes should be submitted using this link: http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc

The following information is provided for dependent entities that are required to submit an LEA Calendar.

The starting point will be Common Logon. Enter Username and Password.

Click on the **Continue** button to proceed.

Figure 22. Common Logon Page

Place cursor on the *LEA Calendar* option
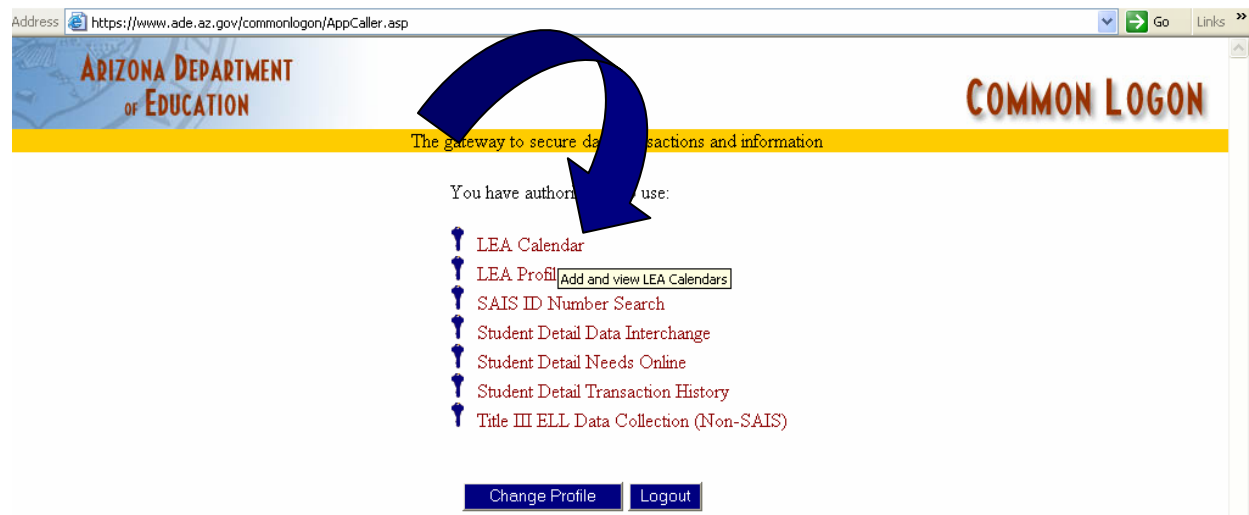
Figure 23. LEA Calendar Page

A. Dependent Entity Calendar Selections

Click on the drop down arrow to select the dependent entity. Once your selection is made, click on the *Go* button.
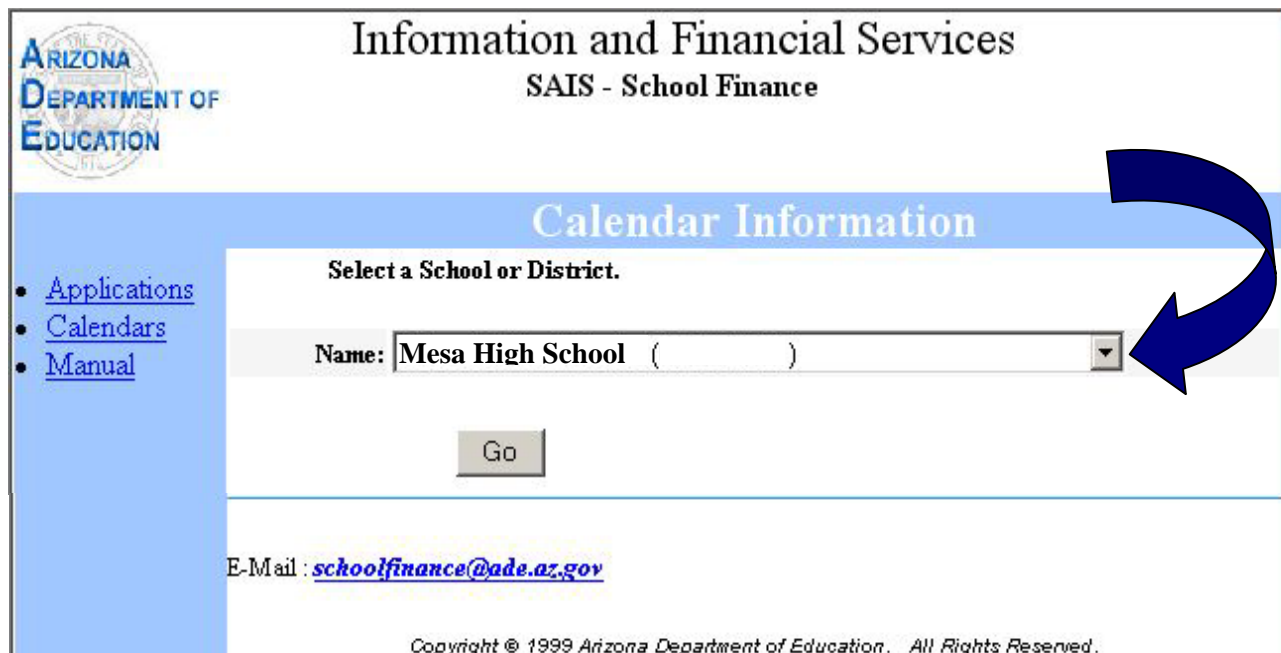
Figure 24. LEA Dependent Entity Page

B. Dependent Entity Calendar Options

The calendar options remain the same with the exception of the Track Number Field. In the Track Number Field there will be a drop down box indicating from 1-4. This allows dependent entities that operate on different tracks to submit a LEA Calendar for every track. An LEA Calendar will only be needed on dependent entities that operate on a different schedule from the parent entity.

After appropriate selections have been made place cursor on *Go* button and click.

Figure 25. Dependent Entity Calendar Options

C. Dependent Entity Selections

Select a calendar type by clicking on one of the radio buttons. After this is done click on the *Add Calendar* button.

Figure 26. Copy District Calendar

Check the days school is in session and then key in dependent entity's days. This will load the calendar. If Saturday or Sunday is checked, then all Saturday/Sundays will be considered Regular School Days. Placing or removing a check mark will adjust the counter in the *Days in Session* field.

Once this is done click on *Submit* button.

Figure 27. Dependent Entity Load Page

For entities that operate on a four day calendar, place cursors in the check mark boxes and click appropriate days in session. In following example Friday is unchecked.

Figure 28A.   Dependent Entity Load Page

This action will make all Fridays as **School Not In Session** days and highlighted in red.

To continue editing the calendar please follow the instructions laid out in the **Parent Edit Calendar** instructions.

Figure 29. Dependent Entity Calendar

Always remember to *Activate* the calendar when finished with your editing.

VII. SUMMARY CALENDAR

In lieu of reviewing the calendar by scrolling from month to month an overall view can be seen by selecting the **Summary** button on the left-hand side. Place your cursor on **Summary** and click. The calendar can be activated or deleted from the Summary calendar. Other features are the **Days In Session**. When the calendar is activated and the operator wishes to log off, click on **Log On.** This will default back to the **Common Log On** Page.

Figure 30. Summary Calendar

VIII. WRAP UP

School Finance has created this manual to help users fill out the LEA Calendar. Please forward any comments and/or suggestions to the Arizona Department of Education School Finance at (602) 542-5695 or e-mail schoolfinance@ade.az.gov . All suggestions and comments to improve this manual are welcome.

Request for calendar changes after August 31, 2005, should be submitted using the following link:
http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc